

TENNESSEE REAL ESTATE COMMISSION
CERTIFICATION REQUEST FORM (Revised 02/07/06)

500 James Robertson Parkway, Suite 180
Nashville TN 37243-1151
1-800-342-4031 or 1-615-741-2273

Date: _____

PLEASE READ THE FOLLOWING INFORMATION AND INSTRUCTIONS:

- FED/EX, UPS, DHL or other overnight service will not be honored unless transmittal slip is self-addressed showing return address same as recipient and is pre-paid. Any express envelope showing TREC as the sender will be discarded and the certification mailed by 1st Class Postage.
- The certification will include the license history.
- Certification will be mailed from our office 10-15 working days after we receive this completed form and fee in our office. Please allow adequate time for the mail to be processed both ways. The STATE mail service and department cashier process requires additional time to get this request to our office. PLEASE PLAN ACCORDINGLY.
- The fee for each certification is \$25.00 per copy, faxed or mailed (check or money order)

Amount enclosed: \$25.00 X Number of Certifications _____ = \$_____

Licensee's Name: _____

Tennessee License/I.D. No.: _____

Affiliate:_____ **Broker:**_____ **Firm:**_____ **Timeshare Salesperson:**_____

Many real estate jurisdictions or others require that the Certification be addressed or prepared specifically for that jurisdiction. How should the Certification be addressed? See options:

____ **TO WHOM IT MAY CONCERN**

____ **STATE:** _____ **REAL ESTATE COMMISSION**

____ **LICENSEE NAME (As listed above)**

____ **OTHER:** _____

Certification of Licensure should be mailed to:

Individual Name: _____

Firm or State Jurisdiction (if any): _____

Mailing Address: _____

City, State, Zip: _____